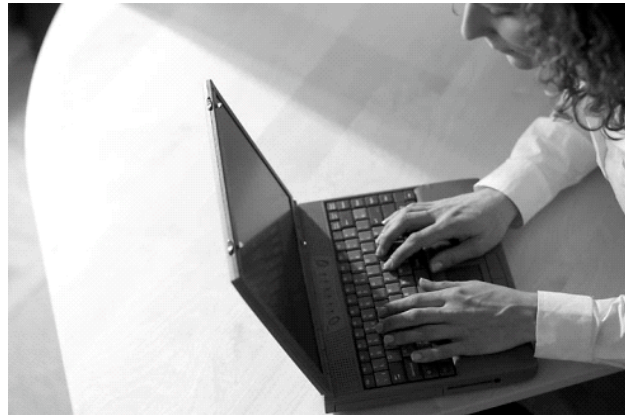# Online Safety at Work and at Home

Tips for Staying Safe While Using the Internet

The Internet is a valuable resource. However, if you are not careful, you may fall prey to those who use the Internet as a means to trick you into revealing personal information for their gain. *To avoid being a victim of Internet deceit*:

➢ Do not give out social security numbers, passwords, or other personal information, unless you are sure who is asking and know their intentions.

➢ Be wary of scams because if it sounds too good to be true, it probably is. If a site promises free items and or money, make sure that it is not a hoax.

➢ Disconnect your computer from the Internet when it is not in use. Attackers can scan networks for available computers, and your risk of being attacked increases if you are always connected.

➢ Ensure anti-virus software and patches are current, especially while telecommuting.

➢ Leave immediately if the website you are visiting seems suspicious.

➢ Ensure your security settings are adequate to reduce your vulnerability to cyber attack.

➢ Do not click on a link in a pop-up add or unexpected email; instead, re-type the link directly into your browser to avoid being redirected to a phony website

➢ Take the same precautions using work email at home or out of the office, as you would while in the office

Please contact the ITSC Help Desk at 1-866-699-4872 as needed.

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